

Allegany College of Maryland  
**PROFESSOR EMERITUS POLICY**

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Type of Policy

## **BACKGROUND AND PURPOSE**

Professor Emeritus status is the highest accolade Allegany College of Maryland can bestow on a faculty member who has retired. It is not viewed as an automatic designation for years of service, but as an honor earned through meritorious service beyond the norm for the position. Retired faculty members receiving the designation exemplify ACM's highest standards of service and shall have demonstrated exceptional commitment to the College Vision/Mission/Core Values throughout their years of full-time employment at Allegany College of Maryland. Such service may be evidenced by contributions to students, the College, the community, the profession, or other endeavors. The individuals awarded this honor serve as role models for aspiring educators.

## **POLICY**

### **I. SCOPE OF THE POLICY**

A member of the faculty of Allegany College of Maryland, who retires after ten years of fulltime service and has attained the rank of Associate Professor or Professor, may be nominated by faculty, staff, or administration for consideration of the honorary rank of Professor Emeritus. The Faculty Status Committee strongly encourages nominations be submitted within two years after the faculty member has retired. Nominations may be submitted by faculty, staff, or administration for consideration of the honorary rank of Professor Emeritus.

### **II. POLICY STATEMENT**

Nominations for Professor Emeritus must address the following criteria and follow the approved procedure:

1. The faculty member shall have fulfilled ten years of full-time service with Allegany College of Maryland and shall have attained the rank of Associate Professor or Professor at Allegany College of Maryland.
2. The faculty member shall have retired from full-time employment with the College.
3. The faculty member shall be recognized by peers and supervisors as having made outstanding contributions to the quality of instruction at Allegany College of Maryland commensurate with the qualifications of the rank of Professor, and continuous to the date of retirement.
4. The faculty member shall be recognized as having consistently contributed to the quality and growth of the College as a whole in service and leadership that would be commensurate with the qualifications of the rank of Professor, and continuous to the date of retirement.
5. The faculty member shall have made substantial contributions to the community, profession, and/or discipline of the faculty member that would be commensurate with the qualifications of the rank of Professor, and continuous to the date of retirement.

### **III. PROCESS**

1. A current member of the faculty, administration, or staff must nominate an individual for the honorary rank of Professor Emeritus by October 15 of each year. If October 15 falls on a weekend, the date will be extended to the following Monday. All nominations must be in writing and should specifically address each of the criteria, providing examples where appropriate.
2. The nomination will be submitted to the Faculty Status Committee, through the Chair of the Committee. The Faculty Status Committee, members of which are elected by the faculty, is charged with accepting and reviewing nominations, overseeing the process, conducting the full-time faculty vote, and making recommendations to the Vice President of Instructional Affairs.
3. Once the nomination is received, the Faculty Status Committee will review this with the Vice- President of Instructional Affairs to ensure sufficient supporting documentation. Upon approval of the nomination, the Chair of the Faculty Status Committee will then appoint a member of the appropriate division in which the faculty member served to conduct a vote within the division to determine whether the nomination should proceed to the entire full-time faculty for vote. For purposes of this process, “division” will be defined as follows:
  - a. Allied Health (All programs except Nursing and Dental Hygiene)
  - b. Automotive Technology, Hospitality, Tourism, and Culinary Arts, and Physical Education
  - c. Behavioral, Social Science, and Education
  - d. Business, Computer Science Technology, and Communication Arts
  - e. Dental Hygiene
  - f. Humanities, including Developmental Education and Teacher Education
  - g. Mathematics
  - h. Nursing
  - i. Science and Forestry
4. Once the vote is taken at the division level, if a majority of the division votes in support of the nomination, the Faculty Status Committee will be advised and the entire full-time faculty will then be asked to vote by ballot in support of the nomination. The ballot will provide an opportunity to vote “Yes”, “No”, or “Abstain” as well as to provide additional comments relevant to the selection. If the division does not support the nomination, the Faculty Status Committee will be advised. However, if the division does not support the nomination, the nominator may petition the Faculty Status Committee to request a ballot vote from the entire full-time faculty; such a vote may be taken at the discretion of the Faculty Status Committee.
5. A ballot vote of the entire full-time faculty will be conducted at a time and in a method designated by the Faculty Status Committee. The Faculty Status Committee will review and compile the results of the vote and make a recommendation to the Vice President of Instructional Affairs. A majority of the full- time faculty must cast a vote of “Yes”, “No”, or “Abstain” to demonstrate faculty support of the Emeritus designation. If less than a majority of full-time faculty initially participate, Faculty Status may extend the voting period to insure the required number of voters. In addition, a majority of full-time faculty voting (excluding

those voting to abstain) must vote in support of the nomination to move the nominee forward.

6. The Vice President of Instructional Affairs will evaluate the nomination, supporting materials and the results of the faculty vote and will convey this information along with the recommendation of the Faculty Status Committee to the President.
7. The President, after considering the nomination, will convey the nomination to the Board of Trustees for consideration. The Board of Trustees will ultimately decide whether to bestow the honorary rank of Professor Emeritus. The decision of the Board of Trustees is final.
8. If Professor Emeritus is granted, the President will notify the individual nominated and the nominator(s). The Vice President of Instructional Affairs will inform the Faculty Status Committee.
9. If the Board of Trustees has concerns, questions, or is inclined to deny the granting of Professor Emeritus status, prior to finalizing its decision the Chair of the Board of Trustees will inform the President who will inform the Vice President of Instructional Affairs. The Vice President will charge the Faculty Status Committee with examining the issue and providing further information and a recommendation to the Board of Trustees. The Board of Trustees will review the recommendation of the Faculty Status Committee prior to making a decision. The Board of Trustees decision is final.
10. If the nomination is denied by the Board of Trustees, the decision will be conveyed through the President to the Vice President of Instructional Affairs who will notify the nominator(s) and the Faculty Status Committee. The decision of the Board of Trustees is final.
11. Those receiving the honorary rank of Professor Emeritus will be recognized at the appropriate commencement ceremony.

#### **IV. PROCEDURES**

Allegany College of Maryland shall adopt necessary procedures to implement this policy; and, Allegany College of Maryland may adopt additional policies for specific compliance standards as necessary.

#### **V. OTHER PROVISIONS**

##### **Privileges**

A faculty member who has received the honorary rank of Professor Emeritus by the Board of Trustees of Allegany College of Maryland shall retain certain privileges of faculty. Approval of the privileges will be by the President of the College. Privileges could include:

1. Continued faculty listing in the catalog with the rank of Professor Emeritus indicated.
2. Tuition waiver for credit courses.

3. Standing invitation to participate in institutional functions such as commencement, dedications, faculty gatherings, and other social events as appropriate.
4. Faculty rates for institutionally sponsored events such as plays, film series, and trips.
5. Limited use of institutional resources such as the library, computer services, and physical education facilities.
6. Use of college letterhead and/or email with the Professor Emeritus rank displayed when writing and/or communicating in a professional role as long as that role does not create a conflict of interest with the mission and operations of the College, does not impose any embarrassment to the College and/or its faculty, staff, students, or Board of Trustees, and/or is not used to communicate opinion or stands on political or controversial issues. Permission to use college letterhead and/or email is a privilege and not a right, and the President and/or Board of Trustees may revoke this privilege at their discretion.
7. Use of the title “Professor Emeritus.”

### **Revocation of Rank**

In the event that the Board of Trustees wishes to revoke the rank of professor emeritus, the Board of Trustees Chair will communicate this to the President who will advise the Vice President of Instructional Affairs. The Vice President of Instructional & Student Affairs will charge the Faculty Status Committee with examining the issue and making a recommendation to the Board of Trustees. The Board of Trustees will review the recommendation of the Faculty Status Committee prior to making a decision to revoke the rank of Professor Emeritus. The Board of Trustees decision is final.

To obtain information on which to base the recommendation, the Faculty Status Committee may exercise any of the following options:

1. Seek feedback from faculty within the individual’s discipline.
2. Seek feedback from the faculty-at-large
3. Provide an opportunity for the individual to appear before the Faculty Status Committee.
4. Request information from the Board of Trustees.
5. Obtain information from a variety of sources.

The Faculty Status Committee shall consider any evidence obtained and make a written recommendation to the Board of Trustees as expeditiously as reasonably possible.

## **VI. ADMINISTRATION OF POLICY**

## **VII. CHANGES**

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required

by federal or state mandate and/or institutional need with timely notice to students and employees.